

Telecom Government Acceptor/LPO

Quick Reference



Marine Corps Systems Command | Information Systems & Infrastructure

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WAWF Introduction:

Wide Area Workflow (WAWF) provides the technology for government contractors and authorized Department of Defense (DoD) personnel to generate, capture and process receipt and payment-related documentation in a paperless environment.

WAWF Telecom Roles:

Acceptor:

A Government Acceptor, as an Agent for the government, must verify that the goods or services for which the government is being invoiced were satisfactorily delivered and that the invoice is correct and appropriate. An Acceptor can perform the following processes in WAWF:

- Accept or reject Telecom Invoices
- View documents and check document status
- Correct and resubmit Telecom Invoices he/she has submitted that were rejected
- Recall Invoices he/she has submitted (if they have not been processed further), make changes and resubmit

Local Processing Office (LPO):

A Local Processing Official (LPO) is a Certifying Officer who must comply with all the appropriate Certifying Office Legislation (COL) guidelines. He/she completes the certification process via the LPO role within WAWF. The LPO can perform the following processes in WAWF:

- Certify Telecom Invoices after verifying the Long Line of Accounting (LLA)
- Reject Telecom Invoices, if applicable
- View documents and check document status


Payment Officials:

WAWF provides the electronic payment folders for DFAS payment functions to expedite the payment process. The ability to provide legacy payment systems EDI transaction sets to limit the re-keying of data and associated errors, will increase accuracy and reduce manpower requirements. The ability to review and reject, with comments, improper Invoices for correction and resubmission will reduce the number of calls from Vendors asking why the Invoice was rejected, or what the status of the payment is; while the rejection is in the mail being returned today! This capability is available via the Web only.

As a Payment Official, a government official can perform many processes in WAWF. He/she can:

- Review, accept, and process documents
- Place documents on hold
- View documents and check document status

- Recall documents he/she has taken action on, make changes, and resubmit the documents. On recall any documents with the status of “MyInvoice” or “Paid”, he/she can only enter comments and attachments on the Misc. Info tab, after submission, the document status will remain unchanged.

 **NOTE:** In many cases, document information flows to a payment system via EDI (Electronic Data Interchange) before the documents reach the Payment Official. In these cases, the documents are not processed by the Payment Official within WAWF.

Document Access – View Only:

In addition to the roles outlined above, additional personnel who have a need to view documents can be granted access in a view only mode. Once a document has been captured and processed, it is made available for view only. Access to the documents is limited by the Contractor and Government Entity (CAGE) Code or the Department of Defense Activity Address Code (DoDAAC), to which the individual is responsible for monitoring. A single electronic copy of the document to be accessed by any authorized user with Web capability is available. Authorized government personnel are able to view the Contract, Receiving Reports, and Invoices. Vendors will be able to query and view his/her previously submitted documents.

Telecom Introduction:

The application has been enhanced to provide the capability to process Contractual and Non-Contractual Telecommunication invoices for payment of Telecommunication Bills for the Department of Defense. This new document type is entitled "Telecom Invoice". The functionality associated with the new document reflects a "Contractual" process where the criteria affecting the payment are based upon a Contract and a "Non-Contractual" process where the document will be passed to the entitlement system following workflow processing developed from current "Miscellaneous Payment" processing.

Accepting a Telecommunications Invoice:

1. Log into **WAWF** at <https://wawf.eb.mil>
2. Click “Logon to WAWF”.

Note: Before being able to type User ID and Password a message box comes up alerting user not to use the browser “Back Button”. Click OK and then type User ID and Password or Certificate, and click “Submit”.

3. Click the “Acceptor” link on the left side of the page to open the sub links in the side bar menu.
4. Select “Access Acceptance Folder”.
5. Select DoDAAC. Select Telecom Invoice for “Document Type”. Click “Submit”.

1. Hide Menu

Wide Area Workflow

Acceptance Folder for 'M00264' (60 items, sorted by Contract Number)

Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Hold RR?	Invoice Number	Invoice Received Date	Status	Hold Invoice?
1	TELE	0M986	CLS012810C002	DO01	SHIP01282010A		Submitted	H	INV01282010A	2010-01-28	Submitted	H
2	TELE	001Z0	JEROTESTING42		TEST800		Submitted	H	TEST800	D2010-01-15	Submitted	H
3	TELE	09NLO	M0026410A1245	DO11	SHIP01272010A		Submitted	H	INV01272010A	2010-01-27	Submitted	H
4	TELE	09NLO	M0026410A1245	DO11	SHIP01272010C		Submitted	H	INV01272010C	2010-01-27	Submitted	H
5	TELE	09NLO	M0026410A5698	DO11	INV01282010C		Submitted	H	INV01282010C	2010-01-28	Submitted	H
6	TELE	09NLO	M0026410A5698	DO11	SHIP01272010A		Submitted	H	INV01272010A	2010-01-27	Submitted	H
7	TELE	09NLO	M0026410A5698	DO11	SHIP01282010B		Submitted	H	INV01282010B	2010-01-28	Submitted	H
8	TELE	09NLO	M0026410A5705	DO11	SHIP01272010H		Submitted	H	INV01272010H	2010-01-27	Submitted	H
9	TELE	09NLO	M0026410A5722	DO11	SHIP01272010Z		Submitted	H	INV001272010Z	2010-01-27	Submitted	H
10	TELE	09NLO	M0026410D0938		SHIP02112010A		Submitted	H	INV02112010B	2010-02-11	Submitted	H
11	TELE	09NLO	M0026410D3847		CLS002		Submitted	H	INV02012010A	2010-02-01	Submitted	H
12	TELE	09NLO	M0026410D3848		CLS002		Submitted	H	INV02012010A	2010-02-01	Submitted	H
13	TELE	09NLO	M0026410D3849		SHIP02012010B		Submitted	H	INV02012010B	2010-02-01	Submitted	H
14	TELE	09NLO	M0026410D3850		SHIP02012010B		Submitted	H	INV02012010B	2010-02-01	Submitted	H
15	TELE	09NLO	M0026410W3548		INV		Resubmitted	H	INV01262010C	2010-01-26	Resubmitted	H
16	TELE	09NLO	M00264C093746		INV10062009C		Inspected	H	INV10062009C	2009-10-06	Inspected	H
17	TELE	09NLO	M00264D090984		CAC001		Resubmitted	H	CAC001	D2009-12-01	Resubmitted	H
18	TELE	09NLO	M00264D091837		INVQ		Inspected	H	INVQ	2009-10-15	Inspected	H
19	TELE	09NLO	M00264D093097	0001	INV120309E		Submitted	H	INV120309E	2009-12-03	Submitted	H
20	TELE	09NLO	M00264D093784		INV10262009		Inspected	H	INV10262009	2009-10-26	Inspected	H

6. From the “Shipment Number” column, click the Telecommunications Invoice document you want to accept.

1. Hide Menu

Wide Area Workflow

Header Line Item Addresses Misc. Info

Telecom Invoice (Contractual)

- CONTINUATION SHEET

* = Required Fields

Contract Number M00264D093992	Delivery Order	Shipment Number INV01272010B	Invoice Number INV01272010B
----------------------------------	----------------	---------------------------------	--------------------------------

Item No	Unit Price	Unit of Measure	Qty. Invoiced	Amount
Navigation Area	\$15	EA	1	Total Price \$15.00
ACRN	SDN	Qty. Approved		
AA	MML10010MD00LA9	1		
AAI		Approved Amount *		
067443		\$15.00		
Description OAT II Telecom Contractual Clin 1				
Requested Total:				\$15.00
Approved Total:				\$15.00

[Page Help](#)

Figure 1 - Telecom Invoice (Contractual) Screen

Telecom Addresses Misc. Info

Telecom Invoice (Non-Contractual)

* = Required Fields

Telecom Control Number W3TELE09C09NL0053	Invoice Number INV12102009A	Invoice Date 2009/12/10	Shipment Number SHIP12102009A	Shipment Date 2009/12/10
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Discounts

10 % 20 Days

AAI * Agency Accounting ID Modification

067443 [Modify AAI](#)

Item No	Unit Price	Unit of Measure	Qty. Invoiced	Amount
0001	\$203.25	EA	10	Total Price \$203.25
ACRN *	SDN *	Fiscal Year Full *		
AA	MMC10010MD0MTVS	2010		
AAI *		Qty. Approved *		
067443		10		
Description Telecom Non Contractual Clin 1				Approved Amount \$203.25
Requested Total:				\$203.25
Approved Total:				\$203.25


Actions 

Figure 2 - Telecom Invoice (Non-Contractual) Screen

- Enter/Change the financial data: SDN, ACRN and the Chargeable FY, if necessary.

1. Hide Menu		Wide Area Workflow	
DoDAAC: M00264	Extension:	DoDAAC: M00264	Extension:
Name: TRAFFIC MANAGEMENT OFFICER		Name: MAGGIE MCGILLICUTTY	
Local Processing Official		Payment Official	
DoDAAC: M00264	Extension:	DoDAAC: M67443	
Name: MAGGIE MCGILLICUTTY		Name: MAGGIE MCGILLICUTTY	
ACTION BY: M00264 *			
<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Approve Lesser Amount <input type="checkbox"/> Reject to Initiator		Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.	
Approved Amount:	\$545,896.00	<input type="text"/>  YYYY/MM/DD	<input type="text"/>  Signature
Acceptance Date:	<input type="text"/>  YYYY/MM/DD	Date	Signature Of Authorized Government Representative
<input type="button" value="Submit"/> <input type="button" value="Return"/> <input type="button" value="Page Help"/>			

8. All data must be verified as proper and correct including: payee data, line item info, Acceptor DoDAAC, LPO DoDAAC and Pay Office DoDAAC. When satisfied, click "Approval". Enter appropriate dates. Finally, click "Signature".
9. Enter WAWF Password. Click "Continue".
10. Your document is now signed. If accurate, click "OK". If changes are required, click "Cancel" to make corrections.
11. A screen appears confirming "The Telecom Invoice has been successfully accepted".
12. Once the document has been accepted, it can be viewed in the Acceptance History Folder. Note the Telecom Contract Number (Contractual) or Telecom Control Number (Telecom Non-Contractual) for ease of search.

Accepting Lesser Amount Telecommunications Invoice:

1. Log into **WAWF** at <https://wawf.eb.mil>
2. Click "Logon to WAWF".

Note: Before being able to type User ID and Password a message box comes up alerting user not to use the browser "Back Button". Click OK and then type User ID and Password or Certificate, and click "Submit".

3. Click the "Acceptor" link on the left side of the page to open the sub links in the side bar menu.
4. Select "Access Acceptance Folder".
5. Select DoDAAC. Select Telecom Invoice for "Document Type". Click "Submit".

1. Hide Menu

Wide Area Workflow

Acceptance Folder for 'M00264' (60 items, sorted by Contract Number)

Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Hold RR?	Invoice Number	Invoice Received Date	Status	Hold Invoice?
1	TELE	0M986	CLS012810C002	DO01	SHIP01282010A		Submitted	H	INV01282010A	2010-01-28	Submitted	H
2	TELE	00120	JEROTESTING42		TEST800		Submitted	H	TEST800	D2010-01-15	Submitted	H
3	TELE	09NLO	M0026410A1245	DO11	SHIP01272010A		Submitted	H	INV01272010A	2010-01-27	Submitted	H
4	TELE	09NLO	M0026410A1245	DO11	SHIP01272010C		Submitted	H	INV01272010C	2010-01-27	Submitted	H
5	TELE	09NLO	M0026410A5698	DO11	INV01282010C		Submitted	H	INV01282010C	2010-01-28	Submitted	H
6	TELE	09NLO	M0026410A5698	DO11	SHIP01272010A		Submitted	H	INV01272010A	2010-01-27	Submitted	H
7	TELE	09NLO	M0026410A5698	DO11	SHIP01282010B		Submitted	H	INV01282010B	2010-01-28	Submitted	H
8	TELE	09NLO	M0026410A5705	DO11	SHIP01272010H		Submitted	H	INV01272010H	2010-01-27	Submitted	H
9	TELE	09NLO	M0026410A5722	DO11	SHIP01272010Z		Submitted	H	INV001272010Z	2010-01-27	Submitted	H
10	TELE	09NLO	M0026410D0938		SHIP02112010A		Submitted	H	INV02112010B	2010-02-11	Submitted	H
11	TELE	09NLO	M0026410D3847		CLS002		Submitted	H	INV02012010A	2010-02-01	Submitted	H
12	TELE	09NLO	M0026410D3848		CLS002		Submitted	H	INV02012010A	2010-02-01	Submitted	H
13	TELE	09NLO	M0026410D3849		SHIP02012010B		Submitted	H	INV02012010B	2010-02-01	Submitted	H
14	TELE	09NLO	M0026410D3850		SHIP02012010B		Submitted	H	INV02012010B	2010-02-01	Submitted	H
15	TELE	09NLO	M0026410W3548		INV		Resubmitted	H	INV01262010C	2010-01-26	Resubmitted	H
16	TELE	09NLO	M00264C093746		INV10062009C		Inspected	H	INV10062009C	2009-10-06	Inspected	H
17	TELE	09NLO	M00264D090984		CAC001		Resubmitted	H	CAC001	D2009-12-01	Resubmitted	H
18	TELE	09NLO	M00264D091837		INVQ		Inspected	H	INVQ	2009-10-15	Inspected	H
19	TELE	09NLO	M00264D093097	0001	INV120309E		Submitted	H	INV120309E	2009-12-03	Submitted	H
20	TELE	09NLO	M00264D093784		INV10262009		Inspected	H	INV10262009	2009-10-26	Inspected	H

6. From the "Shipment Number" column, click the Telecommunications Invoice document you want to accept.

1. Hide Menu

Wide Area Workflow

Header Line Item Addresses Misc. Info

Telecom Invoice (Contractual)

- CONTINUATION SHEET

* = Required Fields

Contract Number M00264D093992	Delivery Order	Shipment Number INV01272010B	Invoice Number INV01272010B
----------------------------------	----------------	---------------------------------	--------------------------------

Item No	Unit Price	Unit of Measure	Qty. Invoiced	Amount
	\$15	EA	1	Total Price \$15.00
Navigation Area ACRN SDN Qty. Approved AA MML10010MD00LA9 1 AAI Approved Amount * 067443 \$15.00				
Description OAT II Telecom Contractual Clin 1				
Requested Total:				\$15.00
Approved Total:				\$15.00

[Page Help](#)

Figure 3 - Telecom Invoice (Contractual) Screen

Telecom Addresses Misc. Info

Telecom Invoice (Non-Contractual)

* = Required Fields

Telecom Control Number W3TELE09C09NL0053	Invoice Number INV12102009A	Invoice Date 2009/12/10	Shipment Number SHIP12102009A	Shipment Date 2009/12/10
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Discounts
10 % 20 Days

AAI * Agency Accounting ID Modification
067443 [Modify AAI](#)

Item No	Unit Price	Unit of Measure	Qty. Invoiced	Amount
0001	\$203.25	EA	10	Total Price \$203.25
ACRN * SDN * Fiscal Year Full * AA MMC10010MD0MTVS 2010 AAI * Qty. Approved * 067443 10 Description Approved Amount Telecom Non Contractual Clin 1 \$203.25				
Requested Total:				\$203.25
Approved Total:				\$203.25

Actions

Figure 4 - Telecom Invoice (Non-Contractual) Screen

7. Enter/Change the financial data: SDN, ACRN and the Chargeable FY, if necessary.
8. Change the Approved Amount or the Qty Approved to less than the original.

1. Hide Menu

Wide Area Workflow

☒ Recommend Approval
☐ Recommend Reduced Amount
☐ Recommend Rejection
 Inspection Date: 2009/10/06

ACTION BY: M00264 *

☐ Approval
☒ Approve Lesser Amount
☐ Reject to Initiator

Approved Amount: \$75.00
 Acceptance Date: 2010/03/11

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.
 2010/03/11
 YYYY/MM/DD
 Date

Signature

Signature Of Authorized Government Representative

Submit Return Page Help

9. All data must be verified as proper and correct including: payee data, line item info, Acceptor DoDAAC, LPO DoDAAC and Pay Office DoDAAC. When satisfied, click "Approve Lesser Amount".

Wide Area Workflow

Acceptor Information

Name: Steve Gleesing
 Title: Government
 Phone #: 555 555-5555
 DSI:
 Email: jerolyn.melendez@ecedi.nitdisa.mil
 Org Email: mcwawf@yahoo.com

Date of Action: 2008/07/02
 Action(s):
 Attachments:

Comments:

Enter Comments

Page Help

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.

10. Click "Misc. Info" Tab.
11. Enter clear and concise comments to explain the reason for accepting the lesser amount or Qty. of the Telecommunications Invoice.
- a. Click "Header" or "Telecom" Tab.
12. Enter appropriate dates. Finally, click "Signature".

13. Enter WAWF Password. Click "Continue".
14. Your document is now signed. If accurate, click "OK". If changes are required, click "Cancel" to make corrections.
15. A screen appears confirming "The Telecom Invoice has been successfully accepted".
16. Once the document has been accepted, it can be viewed in the Acceptance History Folder. Note the Telecom Contract Number (Contractual) or Telecom Control Number (Telecom Non-Contractual) for ease of search.

Adding Sub-Lines Telecommunications Invoice (Non-Contractual):


1. Log into WAWF at <https://wawf.eb.mil>
2. Click "Logon to WAWF".

Note: Before being able to type User ID and Password a message box comes up alerting user not to use the browser "Back Button". Click OK and then type User ID and Password or Certificate, and click "Submit".


3. Click the "Acceptor" link on the left side of the page to open the sub links in the side bar menu.
4. Select "Access Acceptance Folder".
5. Select DoDAAC. Select Telecom Invoice for "Document Type". Click "Continue".



Wide Area Workflow													
Acceptance Folder for 'M00264' (60 items, sorted by Contract Number)													
Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Hold RR?	Invoice Number	Invoice Received Date	Status	Hold Invoice?	
1	TELE	0M986	CLS012810C002	DO01	SHIP01282010A		Submitted	H	INV01282010A	2010-01-28	Submitted	H	
2	TELE	00120	JEROTESTING42		TEST800		Submitted	H	TEST800	D2010-01-15	Submitted	H	
3	TELE	09NLO	M0026410A1245	DO11	SHIP01272010A		Submitted	H	INV01272010A	2010-01-27	Submitted	H	
4	TELE	09NLO	M0026410A1245	DO11	SHIP01272010C		Submitted	H	INV01272010C	2010-01-27	Submitted	H	
5	TELE	09NLO	M0026410A5698	DO11	INV01282010C		Submitted	H	INV01282010C	2010-01-28	Submitted	H	
6	TELE	09NLO	M0026410A5698	DO11	SHIP01272010A		Submitted	H	INV01272010A	2010-01-27	Submitted	H	
7	TELE	09NLO	M0026410A5698	DO11	SHIP01282010B		Submitted	H	INV01282010B	2010-01-28	Submitted	H	
8	TELE	09NLO	M0026410A5705	DO11	SHIP01272010H		Submitted	H	INV01272010H	2010-01-27	Submitted	H	
9	TELE	09NLO	M0026410A5722	DO11	SHIP01272010Z		Submitted	H	INV001272010Z	2010-01-27	Submitted	H	
10	TELE	09NLO	M0026410D0938		SHIP02112010A		Submitted	H	INV02112010B	2010-02-11	Submitted	H	
11	TELE	09NLO	M0026410D3847		CLS002		Submitted	H	INV02012010A	2010-02-01	Submitted	H	
12	TELE	09NLO	M0026410D3848		CLS002		Submitted	H	INV02012010A	2010-02-01	Submitted	H	
13	TELE	09NLO	M0026410D3849		SHIP02012010B		Submitted	H	INV02012010B	2010-02-01	Submitted	H	
14	TELE	09NLO	M0026410D3850		SHIP02012010B		Submitted	H	INV02012010B	2010-02-01	Submitted	H	
15	TELE	09NLO	M0026410W3548		INV		Resubmitted	H	INV01262010C	2010-01-26	Resubmitted	H	
16	TELE	09NLO	M00264C093746		INV10062009C		Inspected	H	INV10062009C	2009-10-06	Inspected	H	
17	TELE	09NLO	M00264D090984		CAC001		Resubmitted	H	CAC001	D2009-12-01	Resubmitted	H	
18	TELE	09NLO	M00264D091837		INVO		Inspected	H	INVO	2009-10-15	Inspected	H	
19	TELE	09NLO	M00264D093097	0001	INV120309E		Submitted	H	INV120309E	2009-12-03	Submitted	H	
20	TELE	09NLO	M00264D093784		INV10262009		Inspected	H	INV10262009	2009-10-26	Inspected	H	

6. Click the Telecommunications Invoice document in the "Shipment Number" column that needs Sub-CLINs added.

Telecom					Addresses		Misc. Info	
Telecom Invoice (Non-Contractual)								
* = Required Fields								
Telecom Control Number		Invoice Number		Invoice Date		Shipment Number		Shipment Date
W3TELE09C09NL0053		INV12102009A		2009/12/10		SHIP12102009A		2009/12/10
Discounts								
10 % 20 Days								
AAI *		Agency Accounting ID Modification						
067443		<input type="button" value="Modify AAI"/>						
								Amount
Item No	Unit Price	Unit of Measure		Qty. Invoiced		Total Price		
0001	\$20.325	EA		10		\$203.25		
ACRN *		SDN *		Fiscal Year Full *				
AA		MMC10010MD0MTVS		2010				
AAI *		Qty. Approved *						
067443		10						
Description				Approved Amount				
Telecom Non Contractual Clin 1				\$203.25				
Actions								
								
Requested Total:						\$203.25		
Approved Total:						\$203.25		

7. Click the Add Sub-Line No. icon under "Actions" to add a sub-line item.

 **Note:** The "Sub-Line" total must be equal to the Extended Line Item Amount. There must be at least two "Sub-Line" items.

					Amount
Item No	Unit Price	Unit of Measure	Qty. Invoiced	Total Price	
0001	\$20.325	EA	10	\$203.25	
AAI *			Qty. Approved *		
067443			10		
Description			Approved Amount		
Telecom Non Contractual Clin 1			\$203.25		
Sub-Line No *	Qty. Invoiced *	Unit of Measure *	Unit Price *	Amount	Actions
0001AA			\$	\$0.00	 
ACRN *	SDN *	Fiscal Year Full *			
Requested Total:				\$203.25	
Approved Total:				\$203.25	
Routing Information:					
Prime Contractor			Administered By		
CAGE Code: 09NL0 Extension:			DoDAAC: M00264		
Name: 51st Activity Company			Name: 51st Activity Company		

8. Complete all required (*) fields. Click the Save icon under "Actions".

1. Hide Menu

Wide Area Workflow

Sub-Line No	Unit Price	Unit of Measure	Qty. Invoiced	Amount	Actions
0001AA	\$100	EA	1	\$100.00	
<div>ACRN</div> <div>SDN</div> <div>Fiscal Year Full</div>					
<div>AA</div> <div>MMC10010MD0MTVS</div> <div>2010</div>					
Acct Install No					
067443					
					Sub-Line Total
					\$100.00

Sub-Line No *	Qty. Invoiced *	Unit of Measure *	Unit Price *	Amount	Actions
0001AB	10	EA	\$10	\$100.00	
<div>ACRN *</div> <div>SDN *</div> <div>Fiscal Year Full *</div>					
<div>AA</div> <div>MMC10010MD0MTVS</div> <div>2010</div>					
Requested Total:					\$200.00
Approved Total:					\$200.00

Routing Information:

Prime Contractor	Administered By
CAGE Code: 09NL0 Extension:	DoDAAC: M00264
Name: IMPACT PARTNERS, L.P.	Name: TRAFFIC MANAGEMENT OFFICER
Acceptor	Inspect By
DoDAAC: M00264 Extension:	DoDAAC: M00264 Extension:
Name: TRAFFIC MANAGEMENT OFFICER	Name: TRAFFIC MANAGEMENT OFFICER
Payment Official	
DoDAAC: M67443	
Name: DEFENSE FIN ACCT SERVICE M67443	

ACTION BY: M00264 *

☐ Approval
☐ Approve Lesser Amount
☐ Reject to Initiator

Approved Amount: \$200.00

Acceptance Date:

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.

YYYY/MM/DD

Date

Signature

Signature Of Authorized Government Representative

9. Check the "Approval" check box.
10. Enter appropriate dates. Finally, click "Signature".
11. Enter WAWF Password. Click "Continue".
12. Your document is now signed. If accurate, click "OK". If changes are required, click "Cancel" to make corrections.

Rejecting a Telecommunications Invoice:

1. Log into **WAWF** at <https://wawf.eb.mil>
2. Click "Logon to WAWF".

Note: Before being able to type User ID and Password a message box comes up alerting user not to use the browser "Back Button". Click OK and then type User ID and Password or Certificate, and click "Submit".

3. Click the "Acceptor" link on the left side of the page to open the sub links in the side bar menu.
4. Select "Access Acceptance Folder".
5. Select DoDAAC. Select Telecom Invoice for "Document Type". Click "Submit".

1. Hide Menu													
Wide Area Workflow													
Acceptance Folder for 'M00264' (60 items, sorted by Contract Number)													
Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Hold RR?	Invoice Number	Invoice Received Date	Status	Hold Invoice?	
1	TELE	0M986	CL S012810C002	DO01	SHIP01282010A		Submitted	H	INV01282010A	2010-01-28	Submitted	H	
2	TELE	00120	JEROTESTING42		TEST800		Submitted	H	TEST800	D2010-01-15	Submitted	H	
3	TELE	09NLO	M0026410A1245	DO11	SHIP01272010A		Submitted	H	INV01272010A	2010-01-27	Submitted	H	
4	TELE	09NLO	M0026410A1245	DO11	SHIP01272010C		Submitted	H	INV01272010C	2010-01-27	Submitted	H	
5	TELE	09NLO	M0026410A5698	DO11	INV01282010C		Submitted	H	INV01282010C	2010-01-28	Submitted	H	
6	TELE	09NLO	M0026410A5698	DO11	SHIP01272010A		Submitted	H	INV01272010A	2010-01-27	Submitted	H	
7	TELE	09NLO	M0026410A5698	DO11	SHIP01282010B		Submitted	H	INV01282010B	2010-01-28	Submitted	H	
8	TELE	09NLO	M0026410A5705	DO11	SHIP01272010H		Submitted	H	INV01272010H	2010-01-27	Submitted	H	
9	TELE	09NLO	M0026410A5722	DO11	SHIP01272010Z		Submitted	H	INV001272010Z	2010-01-27	Submitted	H	
10	TELE	09NLO	M0026410D0938		SHIP02112010A		Submitted	H	INV02112010B	2010-02-11	Submitted	H	
11	TELE	09NLO	M0026410D3847		CLS002		Submitted	H	INV02012010A	2010-02-01	Submitted	H	
12	TELE	09NLO	M0026410D3848		CLS002		Submitted	H	INV02012010A	2010-02-01	Submitted	H	
13	TELE	09NLO	M0026410D3849		SHIP02012010B		Submitted	H	INV02012010B	2010-02-01	Submitted	H	
14	TELE	09NLO	M0026410D3850		SHIP02012010B		Submitted	H	INV02012010B	2010-02-01	Submitted	H	
15	TELE	09NLO	M0026410W3548		INV		Resubmitted	H	INV01262010C	2010-01-26	Resubmitted	H	
16	TELE	09NLO	M00264C093746		INV10062009C		Inspected	H	INV10062009C	2009-10-06	Inspected	H	
17	TELE	09NLO	M00264D090984		CAC001		Resubmitted	H	CAC001	D2009-12-01	Resubmitted	H	
18	TELE	09NLO	M00264D091837		INVO		Inspected	H	INVO	2009-10-15	Inspected	H	
19	TELE	09NLO	M00264D093097	0001	INV120309E		Submitted	H	INV120309E	2009-12-03	Submitted	H	
20	TELE	09NLO	M00264D093784		INV10262009		Inspected	H	INV10262009	2009-10-26	Inspected	H	

6. From the "Shipment Number" column, click the Telecommunications Invoice document you want to reject.

Wide Area Workflow

Acceptor Information

Name: Steve Gleesing
 Title: Government
 Phone #: 555 555-5555
 DSN:
 Email: jerolyn.melendez@ecedi.nitdisa.mil
 Org Email: mcwawf@yahoo.com

Date of Action: 2008/07/02
 Action(s):
 Attachments:

Comments:

[Page Help](#)

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.

7. Select the "Misc. Info" tab. Enter clear and concise comments to explain the reason for rejection of the Telecommunications Invoice.

[1. Hide Menu](#)

Wide Area Workflow

Name: TRAFFIC MANAGEMENT OFFICER
 Payment Official
 DoDAAC: M67443
 Name: DEFENSE FIN ACCT SERVICE M67443

ACTION BY: M00264 *

☐ Approval
☐ Approve Lesser Amount
☒ Reject to Initiator

Approved Amount: \$50.00
 Acceptance Date:
 YYYY/MM/DD

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.

 YYYY/MM/DD
 Date

Signature
 Signature Of Authorized Government Representative

[Submit](#) [Return](#) [Page Help](#)

8. After comments have been entered in the "Misc. Info" tab, return to the "Header" or "Telecom" tab. Check the "Reject to Initiator" check box.

9. Click the “Submit” button at the bottom of the “Header” or “Telecom” page. A message will appear on a screen that the invoice was rejected successfully and an email notification was sent to the Initiator/Vendor.

Certifying a Telecommunications Invoice (Non-Contractual):

1. Log into **WAWF** at <https://wawf.eb.mil>
2. Click "Logon to WAWF".

Note: Before being able to type User ID and Password a message box comes up alerting user not to use the browser "Back Button". Click OK and then type User ID and Password or Certificate, and click "Submit".

3. Select the "Local Processing Official" link on the left side of the page to open the sub links in the side bar menu.

Note: The Local Processing Official verifies the LOA from SABRS and legally certifies the validity and correctness of the Telecommunications Invoice transaction.

4. Select "Access Certification Folder".
5. Select DoDAAC. Select Telecom Invoice for "Document Type". Click "Continue".

1. Hide Menu											
Wide Area Workflow											
LPO Certification Folder for 'HQ0313' (25 items, sorted by Invoice Received Date)											
Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Hold RR?	Invoice Number	Invoice Received Date	Status
1	TELE	09NLO	W3TELE09A09NL0016		INV10212009	2010-02-03	Accepted	H	INV10212009	2009-10-21	Accepted
2	TELE	09NLO	W3TELE09B09NL0015		INV11062009A	2009-11-06	Pre-Certified	H	INV11062009A	D2009-11-06	Pre-Certified
3	TELE	09NLO	M00264D100099		INV11102009A	2009-11-10	Pre-Certified	H	INV11102009A	2009-11-10	Pre-Certified
4	TELE	09NLO	M00264D109009		INV11102009	2009-12-03	Accepted	H	INV11102009B	2009-11-10	Accepted
5	TELE	09NLO	M00264D091256		INV11132009A	2009-11-13	Accepted	H	INV11132009A	2009-11-13	Accepted
6	TELE	09NLO	M00264D093992	D084	INV12152009	2009-12-02	Accepted	H	INV12152009	2009-12-01	Accepted
7	TELE	09NLO	M00264D099377	CAC1	CAC2001	2009-12-02	Accepted	H	CAC2001	2009-12-02	Accepted
8	TELE	09NLO	M00264D099377	D084	INV12152009	2009-12-02	Accepted	H	INV12152009	2009-12-02	Accepted
9	TELE	09NLO	M00264D099994	0001	INV12022009Z	2009-12-02	Pre-Certified	H	INV12022009Z	2009-12-02	Pre-Certified
10	TELE	09NLO	W3TELE09C09NL0042		INV12032009D	2009-12-03	Pre-Certified	H	INV12032009D	D2009-12-03	Pre-Certified
11	TELE	09NLO	W3TELE09C09NL0046		INV12082009A	2009-12-08	Accepted	H	INV12082009A	2009-12-08	Accepted
12	TELE	09NLO	W3TELE09C09NL0048		INV12082009D	2009-12-08	Accepted	H	INV12082009D	2009-12-08	Accepted
13	TELE	09NLO	W3TELE09C09NL0049		INV12082009E	2010-02-10	Accepted	H	INV12082009E	D2009-12-08	Accepted
14	TELE	1DV75	SDTELE09D1DV75007		TELENONCONT068688	2009-12-08	Accepted	H	TELENONCONT068688	2009-12-08	Accepted
15	TELE	1DV75	W2TELE09C1DV75013		TELENONCONTS33181	2009-12-08	Accepted	H	TELENONCONTS33181	2009-12-08	Accepted
16	TELE	1DV75	W2TELE09C1DV75014		TELENONCONT033186	2009-12-08	Accepted	H	TELENONCONT033186	2009-12-08	Accepted
17	TELE	1DV75	W5TELE09C1DV75005		TELENONCONT049447	2009-12-08	Accepted	H	TELENONCONT049447	2009-12-08	Accepted

6. The LPO Certification Folder appears. Select the link in the "Shipment No" column that corresponds with the document's Control Number.

1. Hide Menu

Wide Area Workflow

Return: Return to Previous Pane

Telecom LLA Addresses Misc. Info

Telecom Invoice (Non-Contractual)

* = Required Fields

Telecom Control Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date
W3TELE10E09NL0051	3214TESTCAC	2010/02/03	3214TESTCAC	2010/02/03

Item No	Unit Price	Unit of Measure	Qty. Invoiced	Amount
0001	\$10	EA	5	Total Price \$50.00
	ACRN	SDN	Fiscal Year Full	
	AA	MMC10010MD0MTVS	2010	
	AAI		Qty. Approved	
		067443	5	
	Description		Approved Amount	
fgarfdha				\$50.00

7. The "Telecom Invoice (Non-Contractual)" screen appears with four tabs. The LPO must verify all data, paying special attention to the Long Line of Accounting (LLA).
8. Click the "LLA" tab.

1. Hide Menu

Wide Area Workflow

- CONTINUATION SHEET

* = Required Fields

Telecom LLA Addresses Misc. Info

Telecom Invoice (Non-Contractual)


Telecom Control Number	Delivery Order	Shipment Number	Invoice Number
W3TELE10E09NL0052		3215TESTCAC	3215TESTCAC

Item Number

0001

Agency Qual. Cd:	DD	Def Ag Alloc Recp:	Cost Code:	0MD0MTVS2010
Dept Indicator:	17	Job/Wrk Order Cd:	Cost Alloc Code:	
Transf from Dept:		Sub-Allot Recpt:	Classification Cd:	
Fiscal Year Ind:	20102010	Work Cnt Recpt:	DoD BACC Shrthd:	
Basic Symbol No:	1106	Maj Reimb Src Cd:	Doc/Record Ref Id:	MMC10010MD0MTVS
Limit/Sub Head:	27A0	Reimb Source Cd:	ACRN:	AA
Fund Code:		Cust Ind/MPC:	Agency Accounting Id:	067443
Op Ag Cd/Fund Ad:		Object Class:	IFS No:	
		260		

9. The Telecom Invoice LOA data is displayed in segment form. The LPO must certify that the LOA financial data is correct. When satisfied, return to the "Telecom" tab for document certification.

1. Hide Menu		Wide Area Workflow	
DoDAAC: M67443	DoDAAC: M00264 Extension:		
Name: DEFENSE FIN ACCT SERVICE M67443	Name: TRAFFIC MANAGEMENT OFFICER		
ACTION BY: M00264			
<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Approve Lesser Amount <input type="checkbox"/> Reject to Initiator Approved Amount: \$50.00 Acceptance Date: 2010/02/10		Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents. 2010/02/10 Susan DiBianca Date Signature Of Authorized Government Representative	
Local Processing Office*			
<input type="checkbox"/> Document Certified <input type="checkbox"/> Document Rejected		I certify that the goods/services have been received, inspected, and accepted. <div> <input type="text"/>  </div> YYYY/MM/DD Date <div> <input type="text"/> </div> Signature <div> <input type="text"/> </div> Signature of Local Processing Office Representative	

10. All data must be verified as proper and correct including: payee data, line item info, Acceptor DoDAAC, LPO DoDAAC and Pay Office DoDAAC.
11. When satisfied, click "Document Certified". Enter appropriate dates. Finally, click "Signature".
12. Enter WAWF Password. Click "Continue".
13. Your document is now signed. If accurate, click "OK". If changes are required, click "Cancel" to make corrections.

1. Hide Menu

Wide Area Workflow

The Telecom Invoice (Non-Contractual) was successfully processed.
It has been processed via EDI.

Contract Number	Delivery Order	Shipment Number	Invoice Number
W3TELE10E09NL0052		3215TESTCAC	3215TESTCAC

Email sent to Vendor: jin.i.kim@lmco.com
Email sent to Pay Official: mcwawf@gmail.com


[Send More Email Notifications](#)

[Return](#) [Page Help](#)

14. A screen appears confirming "The Telecommunications Invoice was successfully processed".
15. Once the document has been certified, it can be viewed in the Certification History Folder. Note the Telecom Contract Number (Contractual) or Telecom Control Number (Telecom Non-Contractual) for ease of search.

Certifying a Telecommunications Invoice (Contractual):

1. Log into **WAWF** at <https://wawf.eb.mil>
2. Click "Logon to WAWF".

 **Note:** Before being able to type User ID and Password a message box comes up alerting user not to use the browser "Back Button". Click OK and then type User ID and Password or Certificate, and click "Submit".

3. Click the "Local Processing Official" link on the left side of the page to open the sub links in the side bar menu.
4. Select "Access Certification Folder".
5. Select DoDAAC. Select Telecommunications Invoice for "Document Type". Click "Continue".

1. Hide Menu

Wide Area Workflow

LPO Certification Folder for 'HQ0313' (25 items, sorted by Invoice Received Date)

Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Hold RR?	Invoice Number	Invoice Received Date	Status
1	TELE	09NLO	W3TELE09A09NL0016		INV10212009	2010-02-03	Accepted	H	INV10212009	2009-10-21	Accepted
2	TELE	09NLO	W3TELE09B09NL0015		INV11062009A	2009-11-06	Pre-Certified	H	INV11062009A	D2009-11-06	Pre-Certified
3	TELE	09NLO	M00264D100099		INV11102009A	2009-11-10	Pre-Certified	H	INV11102009A	2009-11-10	Pre-Certified
4	TELE	09NLO	M00264D109009		INV11102009	2009-12-03	Accepted	H	INV11102009B	2009-11-10	Accepted
5	TELE	09NLO	M00264D091256		INV11132009A	2009-11-13	Accepted	H	INV11132009A	2009-11-13	Accepted
6	TELE	09NLO	M00264D093992	D084	INV12152009	2009-12-02	Accepted	H	INV12152009	2009-12-01	Accepted
7	TELE	09NLO	M00264D099377	CAC1	CAC2001	2009-12-02	Accepted	H	CAC2001	2009-12-02	Accepted
8	TELE	09NLO	M00264D099377	D084	INV12152009	2009-12-02	Accepted	H	INV12152009	2009-12-02	Accepted
9	TELE	09NLO	M00264D099994	0001	INV12022009Z	2009-12-02	Pre-Certified	H	INV12022009Z	2009-12-02	Pre-Certified
10	TELE	09NLO	W3TELE09C09NL0042		INV12032009D	2009-12-03	Pre-Certified	H	INV12032009D	D2009-12-03	Pre-Certified
11	TELE	09NLO	W3TELE09C09NL0046		INV12082009A	2009-12-08	Accepted	H	INV12082009A	2009-12-08	Accepted
12	TELE	09NLO	W3TELE09C09NL0048		INV12082009D	2009-12-08	Accepted	H	INV12082009D	2009-12-08	Accepted
13	TELE	09NLO	W3TELE09C09NL0049		INV12082009E	2010-02-10	Accepted	H	INV12082009E	D2009-12-08	Accepted
14	TELE	1DV75	SDTELE09D1DV75007		TELENONCONT068688	2009-12-08	Accepted	H	TELENONCONT068688	2009-12-08	Accepted
15	TELE	1DV75	W2TELE09C1DV75013		TELENONCONTS33181	2009-12-08	Accepted	H	TELENONCONTS33181	2009-12-08	Accepted
16	TELE	1DV75	W2TELE09C1DV75014		TELENONCONT033186	2009-12-08	Accepted	H	TELENONCONT033186	2009-12-08	Accepted
17	TELE	1DV75	W5TELE09C1DV75005		TELENONCONT049447	2009-12-08	Accepted	H	TELENONCONT049447	2009-12-08	Accepted

6. The LPO Certification Folder appears. Select the link in the "Shipment No" column that corresponds with the document's Contract Number.

1. Hide Menu

Wide Area Workflow

Telecom Invoice (Contractual)

* = Required Fields

Contract Number	Delivery Order	Issue Date
M00264D091256		2009/11/13

Invoice Number	Invoice Date	Final Bill	Invoice Received Date
INV11132009A	2009/11/13	N	2009/11/13

Summary of Detail Level Information		Total
1	CLIN/SLIN(s)	\$150.00
0	Miscellaneous Amount(s)	\$0.00
		\$150.00

Shipment Number	Shipment Date
INV11132009A	2009/11/13

Routing Information:

7. The "Telecom Invoice (Contractual)" screen appears with four tabs.

1. Hide Menu

Wide Area Workflow

DoDAAC: M67443 DoDAAC: M00264 Extension:

Name: DEFENSE FIN ACCT SERVICE M67443 Name: TRAFFIC MANAGEMENT OFFICER

ACTION BY: M00264


☒ Approval
☐ Approve Lesser Amount
☐ Reject to Initiator

Approved Amount: \$50.00
Acceptance Date: 2010/02/10

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.
2010/02/10 Susan DiBianca
Date Signature Of Authorized Government Representative

Local Processing Office*

☐ Document Certified
☐ Document Rejected

I certify that the goods/services have been received, inspected, and accepted.
 
YYYY/MM/DD Signature
Date Signature of Local Processing Office Representative

8. All data must be verified as proper and correct including: payee data, line item info, Acceptor DoDAAC, LPO DoDAAC and Pay Office DoDAAC.
9. When satisfied, click "Document Certified". Enter appropriate dates. Finally, click "Signature".
10. Enter WAWF Password. Click "Continue".
11. Your document is now signed. If accurate, click "OK". If changes are required, click "Cancel" to make corrections.

1. Hide Menu

Wide Area Workflow

The Telecom Invoice (Contractual) was successfully processed.
It has been processed via EDI.

Contract Number	Delivery Order	Shipment Number	Invoice Number
M00264D091256		INV11132009A	INV11132009A

Email sent to Vendor: jin.i.kim@lmco.com
Email sent to Pay Official: mcwawf@gmail.com

[Send More Email Notifications](#)

12. A screen appears confirming “The Telecom Invoice was successfully processed.”
13. Once the document has been certified, it can be viewed in the Certification History Folder. Note the Telecom Contract Number (Contractual) or Telecom Control Number (Telecom Non-Contractual) for ease of search.

Modifying AAI Telecommunications Invoice (Non-Contractual):

1. Log into WAWF at <https://wawf.eb.mil>
2. Click "Logon to WAWF".

Note: Before being able to type User ID and Password a message box comes up alerting user not to use the browser "Back Button". Click OK and then type User ID and Password or Certificate, and click "Submit".

3. Click the "Acceptor" link on the left side of the page to open the sub links in the side bar menu.
4. Select "Access Acceptance Folder".
5. Select DoDAAC. Select Telecom Invoice for "Document Type." Click "Continue".

1. Hide Menu													
Wide Area Workflow													
Acceptance Folder for 'M00264' (60 items, sorted by Contract Number)													
Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Hold RR?	Invoice Number	Invoice Received Date	Status	Hold Invoice?	
1	TELE	0M986	CLS012810C002	DO01	SHIP01282010A		Submitted	H	INV01282010A	2010-01-28	Submitted	H	
2	TELE	00120	JEROTESTING42		TEST800		Submitted	H	TEST800	D2010-01-15	Submitted	H	
3	TELE	09NLO	M0026410A1245	DO11	SHIP01272010A		Submitted	H	INV01272010A	2010-01-27	Submitted	H	
4	TELE	09NLO	M0026410A1245	DO11	SHIP01272010C		Submitted	H	INV01272010C	2010-01-27	Submitted	H	
5	TELE	09NLO	M0026410A5698	DO11	INV01282010C		Submitted	H	INV01282010C	2010-01-28	Submitted	H	
6	TELE	09NLO	M0026410A5698	DO11	SHIP01272010A		Submitted	H	INV01272010A	2010-01-27	Submitted	H	
7	TELE	09NLO	M0026410A5698	DO11	SHIP01282010B		Submitted	H	INV01282010B	2010-01-28	Submitted	H	
8	TELE	09NLO	M0026410A5705	DO11	SHIP01272010H		Submitted	H	INV01272010H	2010-01-27	Submitted	H	
9	TELE	09NLO	M0026410A5722	DO11	SHIP01272010Z		Submitted	H	INV001272010Z	2010-01-27	Submitted	H	
10	TELE	09NLO	M0026410D0938		SHIP02112010A		Submitted	H	INV02112010B	2010-02-11	Submitted	H	
11	TELE	09NLO	M0026410D3847		CLS002		Submitted	H	INV02012010A	2010-02-01	Submitted	H	
12	TELE	09NLO	M0026410D3848		CLS002		Submitted	H	INV02012010A	2010-02-01	Submitted	H	
13	TELE	09NLO	M0026410D3849		SHIP02012010B		Submitted	H	INV02012010B	2010-02-01	Submitted	H	
14	TELE	09NLO	M0026410D3850		SHIP02012010B		Submitted	H	INV02012010B	2010-02-01	Submitted	H	
15	TELE	09NLO	M0026410W3548		INV		Resubmitted	H	INV01262010C	2010-01-26	Resubmitted	H	
16	TELE	09NLO	M00264C093746		INV10062009C		Inspected	H	INV10062009C	2009-10-06	Inspected	H	
17	TELE	09NLO	M00264D090984		CAC001		Resubmitted	H	CAC001	D2009-12-01	Resubmitted	H	
18	TELE	09NLO	M00264D091837		INVO		Inspected	H	INVO	2009-10-15	Inspected	H	
19	TELE	09NLO	M00264D093097	0001	INV120309E		Submitted	H	INV120309E	2009-12-03	Submitted	H	
20	TELE	09NLO	M00264D093784		INV10262009		Inspected	H	INV10262009	2009-10-26	Inspected	H	

6. The Acceptance Folder appears. Select the link in the "Shipment No" column that corresponds with the document's Control Number.

Telecom					Addresses		Misc. Info	
Telecom Invoice (Non-Contractual)								
* = Required Fields								
Telecom Control Number		Invoice Number		Invoice Date		Shipment Number		Shipment Date
W3TELE09C09NL0053		INV12102009A		2009/12/10		SHIP12102009A		2009/12/10
Discounts								
10 % 20 Days								
AAI *		Agency Accounting ID Modification						
067443		<input type="button" value="Modify AAI"/>						
								Amount
Item No	Unit Price	Unit of Measure		Qty. Invoiced		Total Price		
0001	\$20.325	EA		10		\$203.25		
ACRN *		SDN *		Fiscal Year Full *				
AA		MMC10010MD0MTVS		2010				
AAI *				Qty. Approved *				
067443				10				
Description				Approved Amount				
Telecom Non Contractual Clin 1				\$203.25				
Actions								
Requested Total:						\$203.25		
Approved Total:						\$203.25		

7. The "Telecom Invoice (Non-Contractual)" screen appears.
8. Enter new AAI (e.g. 067443, 067400, etc.)

Note: When modifying an AAI, the AAI will be validated against the Pay DoDAAC. When an AAI does not validate correctly to the Pay DoDAAC, the user will receive a pop-up message that states "Error: The Accounting System code is not related to the Pay DoDAAC".

9. Click "Modify AAI".
10. A pop-up message will appear that states "By selecting Modify AAI, all Line Item and Sub-Line level AAI will be replaced with this AAI. Are you sure you want to do this?"
11. Click "OK".

Change DoDAACs:

1. Log into **WAWF** at <https://wawf.eb.mil>
2. Click "Logon to WAWF".

Note: Before being able to type User ID and Password a message box comes up alerting user not to use the browser "Back Button". Click OK and then type User ID and Password or Certificate, and click "Submit".

3. Click the "Acceptor" link on the left side of the page to open the sub links in the side bar menu.
4. Select "Access Acceptance Folder".
5. Select DoDAAC. Select Telecom Invoice for "Document Type". Click "Continue".

1. Hide Menu													
Wide Area Workflow													
Acceptance Folder for 'M00264' (60 items, sorted by Contract Number)													
Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Hold RR?	Invoice Number	Invoice Received Date	Status	Hold Invoice?	
1	TELE	0M986	CLS012810C002	DO01	SHIP01282010A		Submitted	H	INV01282010A	2010-01-28	Submitted	H	
2	TELE	00120	JEROTESTING42		TEST800		Submitted	H	TEST800	D2010-01-15	Submitted	H	
3	TELE	09NLO	M0026410A1245	DO11	SHIP01272010A		Submitted	H	INV01272010A	2010-01-27	Submitted	H	
4	TELE	09NLO	M0026410A1245	DO11	SHIP01272010C		Submitted	H	INV01272010C	2010-01-27	Submitted	H	
5	TELE	09NLO	M0026410A5698	DO11	INV01282010C		Submitted	H	INV01282010C	2010-01-28	Submitted	H	
6	TELE	09NLO	M0026410A5698	DO11	SHIP01272010A		Submitted	H	INV01272010A	2010-01-27	Submitted	H	
7	TELE	09NLO	M0026410A5698	DO11	SHIP01282010B		Submitted	H	INV01282010B	2010-01-28	Submitted	H	
8	TELE	09NLO	M0026410A5705	DO11	SHIP01272010H		Submitted	H	INV01272010H	2010-01-27	Submitted	H	
9	TELE	09NLO	M0026410A5722	DO11	SHIP01272010Z		Submitted	H	INV001272010Z	2010-01-27	Submitted	H	
10	TELE	09NLO	M0026410D0938		SHIP02112010A		Submitted	H	INV02112010B	2010-02-11	Submitted	H	
11	TELE	09NLO	M0026410D3847		CLS002		Submitted	H	INV02012010A	2010-02-01	Submitted	H	
12	TELE	09NLO	M0026410D3848		CLS002		Submitted	H	INV02012010A	2010-02-01	Submitted	H	
13	TELE	09NLO	M0026410D3849		SHIP02012010B		Submitted	H	INV02012010B	2010-02-01	Submitted	H	
14	TELE	09NLO	M0026410D3850		SHIP02012010B		Submitted	H	INV02012010B	2010-02-01	Submitted	H	
15	TELE	09NLO	M0026410W3548		INV		Resubmitted	H	INV01262010C	2010-01-26	Resubmitted	H	
16	TELE	09NLO	M00264C093746		INV10062009C		Inspected	H	INV10062009C	2009-10-06	Inspected	H	
17	TELE	09NLO	M00264D090984		CAC001		Resubmitted	H	CAC001	D2009-12-01	Resubmitted	H	
18	TELE	09NLO	M00264D091837		INVO		Inspected	H	INVO	2009-10-15	Inspected	H	
19	TELE	09NLO	M00264D093097	0001	INV120309E		Submitted	H	INV120309E	2009-12-03	Submitted	H	
20	TELE	09NLO	M00264D093784		INV10262009		Inspected	H	INV10262009	2009-10-26	Inspected	H	

6. The Acceptance Folder appears. Select the link in the "Shipment No" column that corresponds with the document's Control Number.
7. The "Telecom Invoice (Non-Contractual)" screen appears.

1. Hide Menu

Wide Area Workflow

Telecom Addresses Misc. Info

Update Addresses

* = Required Fields

[Change DoDAACs](#)

Payee

CAGE Code: 09NLO Extension:

IMPACT PARTNERS, L.P.
2155 CHENAULT DR STE 512
CARROLLTON TX 750065907 USA

Administered By DoDAAC: M00264

* Activity Name 1:

Activity Name 2:

Activity Name 3:

Address 1:

Address 2:

8. Click the "Address Tab".
9. Click "Change DoDAACs".

1. Hide Menu

Wide Area Workflow

Save DoDAACs: Click to Save DoDAACs

* = Required Fields

Save DoDAACs

Payee

CAGE Code: 09NLO Extension:

IMPACT PARTNERS, L.P.
2155 CHENAULT DR STE 512
CARROLLTON TX 750065907 USA

Administered By DoDAAC:

* DoDAAC:

Activity Name 1:


Activity Name 2:

Activity Name 3:

Address 1:

Address 2:

Address 3:

 **Note:** DoDAACs that are modifiable will now be a text field. If changing the Pay DoDAAC, the system will prevent a user from changing the Pay DoDAAC from a Marine Corps DoDAAC to a non-Marine Corps DoDAAC.

If attempting to change a Marine Corps Pay DoAAC to a non-Marine Corps DoDAAC, a pop-up message will appear stating "Error: The Pay DoDAAC may not be changed from a Marine Corps DoDAAC to no-Marine Corps DoDAAC. Please correct the information."

10. Enter DoDAAC (e.g.M00681).
11. Click "Save DoDAACs".

DoD Guidance

National Defense Authorization Act 2001 Requirement: "Section 1008...required the Secretary of Defense to ensure that any claim for payment under a DoD contract be submitted in electronic form. Further, Contracting officers, contract administrators, certifying officials, shall transmit the claim and any additional documentation to support the determination and payment of the claim to such other officer electronically.

WAWF Resources:

WAWF 4.2 Production Site:

<https://wawf.eb.mil>

WAWF Training Website:

<https://wawftraining.eb.mil>

WAWF Web Based Training (WBT) Website:

<http://www.wawftraining.com>

USMC WAWF Help Desk:

(540) 658-2611

USMC eBusiness Initiative Web Site

<http://www.marcorsyscom.usmc.mil/sites/pa/>